



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON VICENZA
UNIT 31401, BOX 41
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IMEU-VIC-HRW

15 SEP 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison (USAG) Vicenza Policy Memorandum 08-10, Vicenza National Personnel Security System (NSPS) Business Rules for Pay Setting

1. PURPOSE: To provide operational guidelines and procedures for determining appropriate Pay Setting under NSPS in the Vicenza/Livorno community.
2. APPLICABILITY: This policy memorandum applies to all US Army Garrison personnel in the Vicenza and Livorno communities. It supersedes US Army Garrison (USAG) Vicenza Policy Memorandum 07-06, Vicenza National Personnel Security System (NSPS) Business Rules for Pay Setting dated 30 May 2007.
3. REFERENCES:
 - a. DoD 1400.25 SC 1930, Compensation Architecture Pay Policy, dated 28 April 2006.
 - b. HQ IMCOM Implementing Instructions for NSPS, Release #4, dated 28 March 2007.
 - c. NSPS Pay Setting Guide, dated May 2006.
 - d. Managing Compensation under NSPS, dated March 2007.
4. RESPONSIBILITIES:
 - a. Garrison Commander, United States Army Garrison Vicenza:
 - (1) Provide policy, guidance, and direction.
 - (2) Establish business rules for Pay Setting under NSPS, to be used by the Vicenza/Livorno Garrison personnel.
 - b. Garrison Commander/Deputy Garrison Commander, USAG Vicenza and will be the approval authority for all Garrison Vicenza and Livorno salary recommendations for NSPS employees.

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c. Garrison Directors and Special Staff will ensure appropriate procedures are followed per this policy.

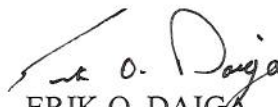
5. POLICY: The following business rules have been established and will be adhered to. As a basis, the legacy system (GS salary rules) will be the guide for setting pay:

a. Setting Pay for New Hires: salary will be set at a minimum rate of the appropriate pay band and a maximum rate of 30% above the GS, step 1 equivalent. Managers will consider current salary and the average salary of incumbents in same or similar positions. If salary determination is above the GS step 1 equivalent, justification must be provided on the NSPS Pay Setting Form.

b. Setting Pay Upon Promotion: base salary must be increased by a minimum of 6%. Management officials can approve an increase up to 20%. Determination of pay will be made using the Legacy system.

c. Setting Pay for Reassignment: for voluntary reassignments, salary will be set at the current employee's salary or up to 5% increase, with justification. Justifications would include, employee accepting a position with a higher GS grade equivalent or a position with greater responsibilities.

6. POC for this action is the Work Force Development Division of the Directorate of Human Resources at DSN 634-8240.


ERIK O. DAIGA
COL, MI
Commanding

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